



# IDAHO DEPARTMENT OF HEALTH & WELFARE

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## Instructions for reinstating an expired Emergency Medical Services (EMS) license.

If your EMS license has expired, you cannot practice as an EMS provider in Idaho. If you do, you are breaking the law.

If you want to practice as an EMS provider in Idaho, you must have your license reinstated. The following must be completed before reinstatement will occur. You have two years in which to reinstate your license, after that you will need to start over and retake all of your initial classes.

1. Fill out an *Idaho EMS License Renewal Guide* for your level of licensure. The *License Renewal Guide* is at [www.idahoems.org](http://www.idahoems.org).
2. You must successfully complete additional CE hours based on the following formulas (document these hours on the *License Renewal Guide* along with your CE hours from your most recent license cycle:

<b>Emergency Medical Response (EMR)</b> <b>(Formerly First Responder)</b>	10 minutes of training for each month after the expiration date of your license.
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<b>Emergency Medical Technician (EMT)</b>	40 minutes of training for each month after the expiration date of your license.
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<b>Advanced Emergency Medical Technician (AEMT)</b>	One hour of training for each month after the expiration date of your license.
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<b>Paramedic</b>	Three hours of training for each month after the expiration date of your license.
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3. Apply for an assessment examination for your license level. Once you complete the assessment examination and have the results, print the results and include them with your *License Renewal Guide*.
  - a. Apply for the assessment examination at [www.nremt.org](http://www.nremt.org).
  - b. Directions for completing this step are below
4. Take and successfully complete a Department of Health and Welfare Criminal History Unit criminal history background check. Once you complete the criminal history background check, send a printed copy with your *License Renewal Guide*
  - a. You can apply for the background check at [www.chu.dhw.idaho.gov](http://www.chu.dhw.idaho.gov).
  - b. Use Employer Identification Number (EIN) 1350.
  - c. Frequently asked questions are answered below
5. Include a copy of your Photo ID
6. Advanced EMT and Paramedic candidates must include a \$35.00 licensure fee.

When you are finished with all of the above and have all the required signatures, send all of the documents to the EMS Bureau.

Our staff is available at 1 (877) 554-3367 to answer any questions that you might have concerning your license reinstatement.

## Criminal History Background Check Information

### 1. Who Must Complete a Criminal History Background Check?

A. All applicants for initial Idaho EMS certification must undergo a criminal history background checks (CHC). The Department of Health and Welfare Criminal History Unit (CHU) conducts all CHC's for Idaho EMS certification.

B. Applicants can begin their CHC online at [www.chu.dhw.idaho.gov](http://www.chu.dhw.idaho.gov). Applicants with questions concerning the CHC process may contact the CHU by phone at 1-800-340-1246 or 332-7990 in the local Boise area or by e-mail at [crimhist@dhw.idaho.gov](mailto:crimhist@dhw.idaho.gov).

### 2. How is Fingerprinting Accomplished? Applicants can submit their fingerprints during the appointment they schedule online at a CHU office or by mail.

A. When the fingerprints are captured electronically at a CHU office, a CHC with no findings requiring further investigation is typically completed within four to seven days.

B. When the fingerprints are submitted on a paper fingerprint card, a CHC with no findings requiring further investigation is typically completed within three to four weeks.

### 3. What Employee ID Number should a CHC applicant use?

A. EMS applicants should use the four digit number EMS Bureau Employer ID #1350 when registering for their CHC.

B. An applicant may use an employer ID number supplied by their local EMS agency or fire department; however, applicants should always include the EMS Bureau ID #1350 number in their CHC on-line application.

### 4. How is the EMS Bureau Notified of Criminal History Background Check Results?

Upon successful completion, the applicant can log in to their CHU account and print a copy of the Notice of Clearance Letter. A copy of this letter should be included with application materials submitted to the EMS Bureau.

### 5. What are the Potential Results of a Criminal History Background Check?

The applicant can be permanently denied, denied for a period of up to five years for certain offenses, conditionally denied for a period of three years or cleared.

### 6. When can the Applicant apply for licensure as EMS Personnel in Idaho?

The applicant is eligible to apply when the "Notice of Clearance Letter" is issued.

### 7. How long is a CHC Clearance Valid?

Criminal history clearance results may be used for up to three years.

8. When Is a New Criminal History Background Check Required?

- A. A new background check is required each time an EMS license holder applies for a new licensure level.
- B. A new background check is required when Idaho EMS license has lapsed and the applicant is applying for reinstatement.

9. When May a New Criminal History Background Check Become Necessary?

- A. The EMS Bureau may, at its discretion, require a licensed EMS license holder to resubmit for a CHC.
- B. An EMS license holder required to complete a CHC must complete the self-declaration application and submit fingerprints within 14 days from the date of notification.

## Follow These Steps to Apply For Your NREMT Assessment Exam

Follow these easy steps to apply to take the **Assessment** NREMT exam. If you need additional assistance, please contact NREMT at (614) 888-4484.

### Create Your Account

- Go to [www.nremt.org](http://www.nremt.org)
- Click on 'Login' (found in the blue bar at the top of the page)
- Click on 'Set Up New Account'
- Complete all information in this section as prompted
- Request user role of 'Registrant or Candidate' (do not complete any information within the gray box)
- Read the submission statement
- Click on 'Submit'

### Login

- After you have completed Step 1, you can follow the link and login with the username and password you created

### Manage Your Account Information

- Complete all information in the Personal Account Information fields as prompted.
- When you have completed all fields, click 'Save'. You will receive a message indicating 'Account Saved'

### Create a New Application

- Click on 'Create a New Application'
- Review the Personal Information Summary – if any items are incorrect, make corrections by clicking on 'Manage Account Information'
- At the "Application Level", click on the drop down box; at the bottom you will see "Assessment Exams". Click on "Assessment (choose the level at which you wish to test)", then click on "next". Select the State (Idaho), then select a reason (Example: Reinstatement, Reciprocity) Review the Entry Requirements; check the acknowledgement to complete the online application
- Complete any statements as prompted
- Click on 'Next'
- Complete all information in this section as prompted.
- Read the acknowledgement prior to clicking 'Submit'. Clicking 'Submit' is your electronic signature and indicates that you have read, reviewed and agree to the acknowledgement.

### Pay Application Fee

- It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date. **An Authorization to Test (ATT) will not be issued until payment has been received and all other verifications are complete. Your Authorization to Test letter will provide contact information to the Pearson Vue test center to set up your appointment to test.**
- You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.